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DD/S 58-4262

NE-1896

30 OCT 1958

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT: Continuation of 24-Hour Courier Service
for Cable Secretariat

REFERENCE: Memo from Chief, FI to DD/S (DD/S No. 58-
3681), dated 18 Sept 1958, subject: Same
as Above

1. This memorandum contains a recommendation for DD/S approval in Paragraph 5.

2. This Staff has studied all factors relevant to the request by the Chief, Foreign Intelligence Staff, DD/P for the establishment of a permanent 24-hour courier service for the delivery of cabled intelligence reports to the IAC agencies. Also studied was the feasibility of continuing on a permanent basis the courier service provided for the after hours delivery of cables to the DD/P Area Division duty officers.

3. This study has shown that the after hours delivery of cables to the duty officers in the DD/P Area Divisions is justified and should be continued. Since the greatest demand for this service is between the hours of 1600 and 2100, this courier would be available for the delivery of cabled intelligence reports to the IAC agencies from 2100 to 0030 hours.

4. Although we were able to combine duties to make relatively full use of the services of the one courier between the hours of 1600 and 0030, the requirement that 24-hour coverage be maintained made full use of courier service from 0030 to 0700 hours more difficult. The Agency Mail and Courier Service has stated, however, that it will provide clerical work assignments to be performed between calls by the courier on duty from 0030 to 0700 hours.

5. It is recommended, therefore, that

- a. The personnel ceiling for the Cable Secretariat be increased by one to provide courier service to the DD/P Area Divisions between the hours of 1600 and 2100, and to the IAC agencies from 2100 to 0030 hours.

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- b. The Agency Mail and Courier Service request, through the Office of Logistics, a personnel ceiling increase of one to provide on-call courier service between the hours of 0630 and 0700 hours. This service will be used by the Cable Secretariat for the delivery of cabled intelligence reports to the IAC agencies.

Signed

Chief, Management Staff

25X1A9a

Attachment:

A - Referenced Memo

The recommendation in Paragraph 5 above is approved with the exceptions* noted below:

Date 28 November 1958

L. K. White
Deputy Director (Support)

Distribution:

- 2 & 1 - D/Oers, w/1 att.
- 2 - DO/S, w/1 att.
- ✓ 1 - Compt. ✓
- 1 - Cable Sec.
- 1 - C/PI
- 1 - Agency Mail & Courier Ser. via S/Log
- 1 - C/Intelligence Ser. Pers.
- 1 - Signal Center
- 1 - Mgt Stf, w/1 att w/led
- 1 - Mgt Stf, (comback)
- 1 - Mgt Stf, (chrons) w/led
- 1 - SSA - DO/S

*With regard to recommendation a., the personnel ceiling for the Cable Secretariat is increased by one without any over-all increase in the T/O of the Office of the Director. (Cleared orally with Mr.

25X1A9a [redacted] With regard to recommendation b., the Mail and Courier Service will furnish the "on call" courier service without any increase in its

Mgt Staff/[redacted]/js (30 Oct 1958) present ceiling. If necessary, it is authorized to discontinue the furnishing of a full time courier to the PPC Staff.

L. K. White
Deputy Director
(Support)

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